



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 01/09/2021 **Period start date** **To** 31/08/2022 **Period end date**

**Charity name:** Buttsbury Infants School Parents Association

**Charity registration number:** 276253

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To support the educational and development needs of our Infants School children by working as a parent group to raise funds for equipment, toys, events, and new technologies that can be used by our children.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The focus of our activities are family friendly events run mainly on the school site. Each year we run Summer and Christmas Fairs featuring tombola's, refreshments, raffles and other traditional stalls. Our events are run by volunteer parents, grandparents and teaching staff with donation of prizes from parents are employed at businesses that support this activity. In between, we use smaller activities to raise money, such as discos and film nights.</p> <p>The Parents Association works closely with the school leadership team and a representative from the teaching staff attends out meetings to ensure our ideas are appropriate and timely for the school</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had guidance issued by the Charity Commission on Public Benefit.

## **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Parent's Association has been able to fund a new AV system in Hall, Chromebooks, Parking Signs, Year 2 leavers day and provide activities for the Children to celebrate the Queens Jubilee.</p> <p>As the school has a constant 'Wish List' for us to fund, it means parents volunteering at our events can see their efforts rewarded with their own children experiencing the benefits.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Parent's association has been able to organise a full suite of fundraising events in the year after COVID restrictions were lifted. This has facilitated the purchase of Chromebooks and AV System, whilst retaining a strong position at the end of the reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A minimum balance of £5,000 is retained to fund the larger events ahead of proceeds being received.
Amount of reserves held	Para 1.22	£16,537
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees traditionally consist of Joint Chairs of the fund-raising committee and Treasurer. These are approved at the AGM.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Buttsbury Infants School Parents Association
Other name the charity uses	
Registered charity number	276253
Charity's principal address	Buttsbury Infants School, Perry Street, Billericay CM12 0NX

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Marie Barnes	Joint Chair		
2	Rachael Pankhania	Joint Chair		
3	Freyja Ginn	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

## Exemptions from disclosure

### Reason for non-disclosure of key personnel details

--


### Other optional information

--

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		M. Barnes
Full name(s)	Rachael Pankhania	MAEIE BARNES
Position (eg Secretary, Chair, etc)	Chair	Chair
Date	29/2/24	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Buttsbury Infant School Parents Association

No (if any)  
276253

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1092021

31082022

Period end date

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Frozen Friday	213	-	-	213	-
Quiz Night	955	-	-	955	-
Wizard Day	-	-	-	-	540
Bazaar Bags	-	-	-	-	2,643
Christmas Cards	3,112	-	-	3,112	2,931
Tea Towels	2,696	-	-	2,696	2,646
Christmas Bazaar	4,176	-	-	4,176	-
Christmas Raffle	3,794	-	-	3,794	4,636
Build a Bear	-	-	-	-	397
Carol Concert	175	-	-	175	-
Santa Letters	-	-	-	-	180
Spring Film Night	629	-	-	629	-
Bake Sale	243	-	-	243	-
Mother's Day Boutique	1,564	-	-	1,564	-
Easter Trail	474	-	-	474	777
Spring Ball	12,589	-	-	12,589	-
Spring Disco	1,786	-	-	1,786	631
Skittleman Zoom Show	-	-	-	-	481
Frostie Zoom Show	-	-	-	-	360
Mothers Day Zoom	-	-	-	-	300
Father's Day Boutique	1,534	-	-	1,534	940
Strawberry Fair	4,981	-	-	4,981	3,480
Wacky Hair Day	178	-	-	178	-
Frozen Thursday	173	-	-	173	-
Amazon Smile	326	-	-	326	229
Uniform Sales	674	-	-	674	561
Ladies Night	-	-	-	-	3,768
Stikins	-	-	-	-	36
Crazy Hair	-	-	-	-	204
Previous Year Income	-	-	-	-	858
<b>Sub total (Gross income for AR)</b>	<b>40,272</b>	<b>-</b>	<b>-</b>	<b>40,272</b>	<b>26,597</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,272</b>	<b>-</b>	<b>-</b>	<b>40,272</b>	<b>26,597</b>

### A3 Payments

Frozen Friday	39	-	-	39	-
Quiz Night	245	-	-	245	-
Wizard Day	-	-	-	-	221
Bazaar Bags	-	-	-	-	1,829
Christmas Cards	2,224	-	-	2,224	2,302
Tea Towels	1,341	-	-	1,341	1,307
Christmas Bazaar	878	-	-	878	-
Christmas Raffle	316	-	-	316	30
Build a Bear	-	-	-	-	45
Carol Concert	37	-	-	37	-
Book Day Outfit Sale	-	-	-	-	-
Spring Film Night	157	-	-	157	-
Bake Sale	64	-	-	64	-
Mother's Day Boutique	943	-	-	943	-
Easter Trail	147	-	-	147	350
Spring Ball	9,127	-	-	9,127	-
Spring Disco	522	-	-	522	417
Skittleman Zoom Show	-	1	-	-	19/09/2022

CC16a Receipts and payments accounts (SS)

Frostie Zoom Show	-			-	183
Mothers Day Zoom					87
Father's Day Boutique	879			879	537
Strawberry Fair	1,265			1,265	808
Frozen Thursday	93			93	-
Uniform Sales	41			41	41
Ladies Night	-			-	3,064
Year 2 Leavers BBQ	607			607	480
First Aid Course	-			-	-
Christmas Crackers	112			112	-
Xmas Thank Yous	-			-	12
Bus	-			-	207
School Subscription	-			-	2,477
Hall AV System	6,441			6,441	-
45 Chromeooks	6,255			6,255	-
Parking Signs	431			431	-
Jubilee Day	660			660	-
Science Bits	92			92	
Pirate Ship	-			-	15,000
Easter Eggs	-			-	165
Various costs	448	-	-	448	1,223
Previous year expenditure	599	-	-	599	154
<b>Sub total</b>	<b>33,963</b>	<b>-</b>	<b>-</b>	<b>33,963</b>	<b>31,170</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>33,963</b>	<b>-</b>	<b>-</b>	<b>33,963</b>	<b>31,170</b>
<b>Net of receipts/(payments)</b>	<b>6,309</b>	<b>-</b>	<b>-</b>	<b>6,309</b>	<b>- 4,573</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,181</b>	<b>-</b>	<b>-</b>	<b>10,181</b>	<b>14,753</b>
<b>Cash funds this year end</b>	<b>16,490</b>	<b>-</b>	<b>-</b>	<b>16,490</b>	<b>10,181</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	-
			-	-
			-	-
			-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Buttsbury Infant School Parents Association

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

276253

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Stephen Hawes

Date:

18/07/2024

Name:

Stephen Hawes

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address:

198 Stock Road

Billericay

Essex CM12 0SH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.